

PUBLIC RECORDS NOTICE - City of Menomonie

The City Clerk's office is responsible for a variety of supervisory and administrative duties in maintaining official records, conducting elections, and duties set forth by state statute and city ordinances. The City Clerk shall act as legal custodian for the City Council and for any committees, commissions, boards or other authorities created by ordinance or resolution of the City Council.

"Local public office" positions include the Mayor, City Administrator, City Clerk, City Attorney, City Treasurer/Comptroller, City Weed Commissioner, City Street Superintendent, City Water Superintendent, City Wastewater Superintendent, City Public Works Director, City Park/Recreation Director, City Chief Building Inspector, City Health Officer, City Chief of the Police Department, City Chief of the Fire Department, Director Menomonie Public Library, and members of the City Council.

Dates and Places at Which Public Records May Be Obtained

The public may obtain information and access to records by making requests either in writing or in person to JoAnn Kadinger, City Clerk, 800 Wilson Avenue, Menomonie, WI 54751, during regular office hours. Regular office hours are between 8:30 a.m. and 4:30 p.m., Monday through Friday, holidays excluded.

If the City Clerk is not present, information and access to records may be obtained from Tammie Cook, the Deputy City Clerk, who is authorized to act as legal custodian in the City Clerk's absence.

Costs

A fee will be imposed upon the requester for the actual, necessary and direct cost of:

1. Reproducing and transcription of the record;
2. Photographing and photographic processing if a photograph of the record is provided, the form of which does not permit copying;
3. Mailing or shipping of any record of photograph to the requester; and
4. Locating a record if the actual, necessary and direct cost of locating the record exceeds \$50.00.

Fees for photocopying shall be \$.25/page. Prepayment may be required for requests if the total exceeds \$5.00.

Election fees - to be paid prior to service:

Copy of the voter registration files (on 3 1/2" diskettes) are \$25.00 (for the entire city); \$5.00 for one ward.

- * add \$2.50 for postage & handling (if mailing of diskette is required).
- * E-mailed copies - same as above - \$25.00/\$5.00 - to be paid prior to e-mail being sent).

Transcription fees: \$5.00/page

If the anticipated cost for items 1-3 exceed \$5.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.

If the anticipated location cost exceeds \$50.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.

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